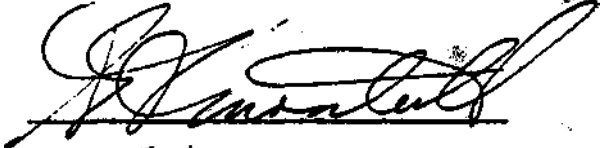


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: BftsIC TYPING
Code No.: . SPR 100
Program: HFM/ADV and Office Procedures/Retail Sales
Semester: Two
Date: Januaj - ^y:/i^r.
Author: M. Simpson , tfi#faC:fZ/£

New: Revision:

APPROVED: 
Chairperson

Date: '*< '<*.?•

Day 16	The * Key	Page 61
	The Underscore Key	Page 62
	The " Key	Page 62
	The <i>i</i> Key	Page 63
	The & Key	Page 63
	The * Key	Page 63
	The ! Key	Page 63
Day 17	Centering - Backspace Method	
	- Menu	
	- Corrections	
Day 18	Centering - Extended	
	- Programme	
Day 19	Tabulation - Two columns	
Day 20	Tabulation - Two columns with a Main Heading	
Day 21	Memorandum	
Day 22	Memorandum	
Day 23	Business Letter	
Day 24	Business Letter and Envelope	
Day 25	FINAL TEST	

Day 9	0 Key	Page 25
	V Key	Page 26
Day 10	Y Key	Page 27
	B Key	Page 28
Day 11	X Key	Page 29
	Z Key	Page 30
Day 12	The Question Mark	Page 32
	The Colon	Page 33
	The Hyphen	Page 34
Day 13	The 3 Key	Page 4 [^]
	The 8 Key	Page 47
	The 4 Key	Page 43
	The 5 Key	Page 49
	The 6 Key	Page 50
Day 14	The 7 Key	Page 51
	The 3 Key	Page 52
	The 1 Key	Page 5 ⁵ <
	The 9 Key	Page 54
	The 0 Key	Page 5 5
Day ? ^c ,	The Dash Key	Page 58
	The <i>t</i> Key	Page 58
	The % Key	Page 59
	The & Key	Page 59
	The () Keys	Page 60
	The # Key	Page 60
	The / Key	Page 61

I . .
SPR^U - **BASIC TYPING**

TEXT Keyboarding - An Introductory Course - Cage
 - by Farmer, Graham, Jenkins

MATERIALS: Typing Paper
 Correction Materials (eraser or tape erase)

DURATION: Five weeks
 Five 50-minute periods per week

GENERAL OBJECTIVES:

1. Student will learn to touch type
2. Student will learn basic production techniques
3. Student will achieve a typing speed of 25 GPM (minimum) with fewer than five errors.

GRADING: A - #5 - IOC
 3 - 70 - %
 C - 60 - 6Q

 FINAL TEST 70#

 DAILY WORK 25* (Six items a 20 points each)

 TYPING RPSED -//] (Two five-minute timings @ ^-CMK)

MOTE: Any work specified in the course outline which is not completed within the stated timeframes will result in marks being deducted from the daily work portion of the final grade.

Note: Each class will begin with a drill as outlined by the instructor.

Day 1	<u>Introduction to the typewriter</u> - Pages 3, 4, 5	
	^asic machine parts	
	Home Row	
	Inserting/releasing paper	
	Fosture	
	I Key	Page 6
Day 2	O Key	Page 7
	T Key	Page S
Day 3	Left Shift Key	Page 9
	Period	Page 10
	H Key	Page 11
Day 4	E Key	Page 13
	Right Shift Key	Page 14
	U Key	Page 15
Day 5	G Key	Page 16
	R Key	Page 17
Day 6	N Key	Page IB
	C Key	Page 19
Day 7	P Key	Page 20
	W Key	Page 22
Day 8	M Key	Page ?3
	G orana	Page 24